

## Travel Expense Reimbursement Guide for Requestors

The Travel Expense Reimbursement application is meant to streamline the SCPMG research presentation and GME travel expense reimbursement process.

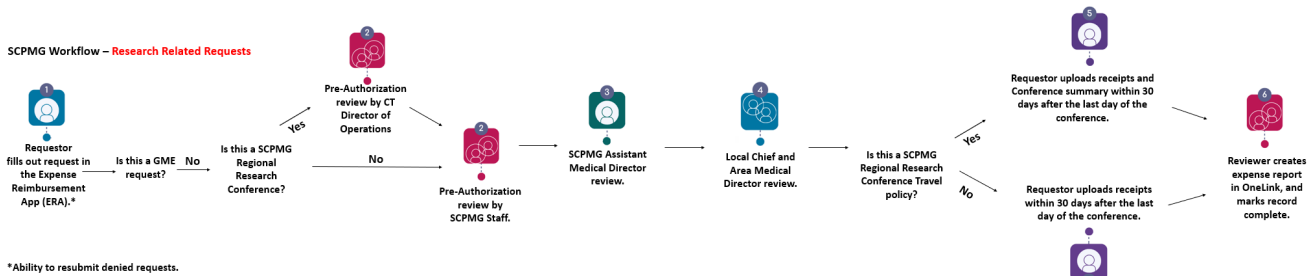
The purpose of this document is to provide you with some guidance on the overall process and how to use the new software application to request travel expense reimbursement.

### What's Changed in the latest update (April 2026):

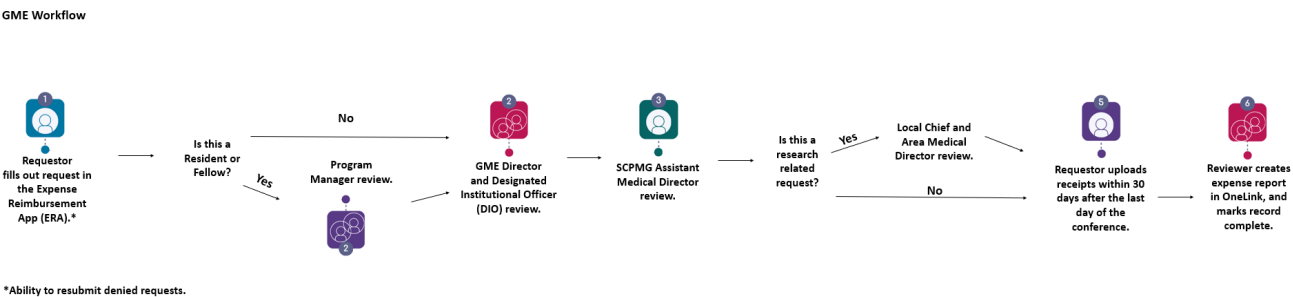
1. **Resident and Fellow requests** have been added to the application, including GME Residency and Fellowship Programs.
2. **The SCPMG Regional Research Conference Allowance** for oncology physicians has been added to the application.
3. **Pending and backup approvers** are now listed on each request so they can be contacted if approval issues arise.
4. **Prior-year requests** are now visible, making it easy to see how many have already been submitted.

## Overall Process Workflows

### SCPMG Workflow



### GME Workflow



1. You can get to the travel expense reimbursement information by visiting this web page:  
<https://www.kp-scalresearch.org/research-presentation-and-gme-travel-expense-reimbursement/>

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Southern California



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**RESEARCH PRESENTATION AND GME TRAVEL EXPENSE REIMBURSEMENT**



If you are a physician partner or associate who has been invited to give a presentation of original research (either as a talk, poster format, or medical video) that has been published or submitted for publication as a paper or abstract, you can request expense reimbursement by following the process below.

Not all expenses are reimbursable. You need to review the information below to determine what is not eligible and what limitations you have before you submit for approval or present.


2. After reading the text to ensure clarity of the process, **click on the “Travel Expense Reimbursement Request Form”** link to access the software application.

**HOW TO SUBMIT FOR APPROVAL**

1. Submit at least 4 weeks prior to the conference.


For all requests related to:

- SCPMG partners and associates NOT associated with GME (graduate medical education)
- GME program directors, associate program directors, assistant program directors that are partners, as well as residents and fellows

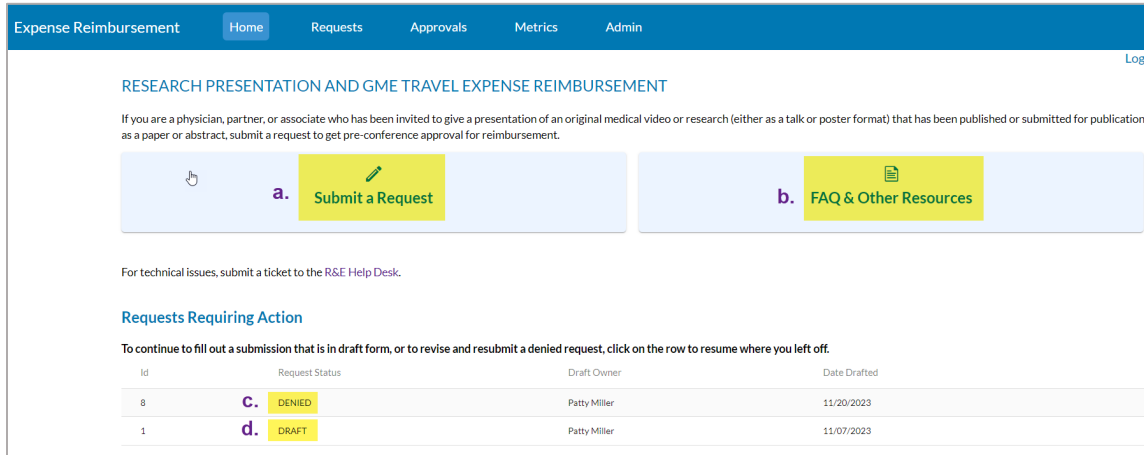
Fill out the **Travel Expense Reimbursement Request Form.** 

3. The above link will take you to the software application Home page.

**NOTE: You must be inside the KP Network to access this application.**

 Please **note** the actions you can take on the Home page.

- a. Submit a Request,
- b. visit the FAQ & Other Resources
- c. revise a DENIED request or
- d. finish a DRAFT if any exist.



Expense Reimbursement Home Requests Approvals Metrics Admin

RESEARCH PRESENTATION AND GME TRAVEL EXPENSE REIMBURSEMENT

If you are a physician, partner, or associate who has been invited to give a presentation of an original medical video or research (either as a talk or poster format) that has been published or submitted for publication as a paper or abstract, submit a request to get pre-conference approval for reimbursement.

a. **Submit a Request**

b. **FAQ & Other Resources**

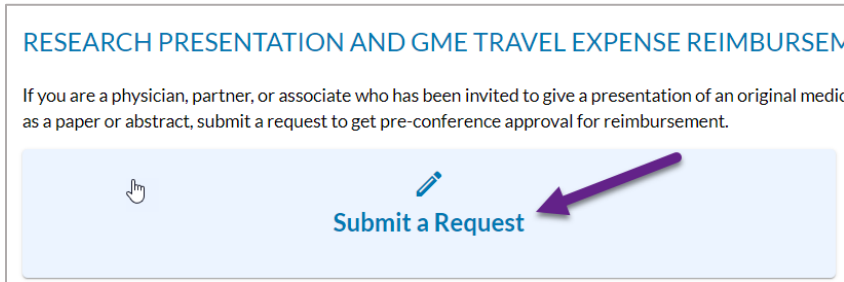
For technical issues, submit a ticket to the R&E Help Desk.

**Requests Requiring Action**

To continue to fill out a submission that is in draft form, or to revise and resubmit a denied request, click on the row to resume where you left off.

Id	Request Status	Draft Owner	Date Drafted
8	c. DENIED	Patty Miller	11/20/2023
1	d. DRAFT	Patty Miller	11/07/2023

**4. Click on “Submit a Request” to fill out a travel expense request.**



RESEARCH PRESENTATION AND GME TRAVEL EXPENSE REIMBURSEMENT

If you are a physician, partner, or associate who has been invited to give a presentation of an original medical video or research (either as a talk or poster format) that has been published or submitted for publication as a paper or abstract, submit a request to get pre-conference approval for reimbursement.

**Submit a Request**

- You should see your information, name, phone etc. in the General Information section. Then you will see your latest requests already submitted and approved.

**Fill out the Travel Expense Reimbursement Request Form by answering all the required questions.**

Request Id	Conference Name	Submitted On Date	Travel Start Date	Travel End Date
273	Conf G	12/29/2025	04/19/2026	04/22/2026
272	Conf R	12/29/2025	03/15/2026	03/18/2026



### IMPORTANT NOTES:

- When filling out the request form, if this is request for additional funding support for our oncology research program physician leadership to attend relevant clinical research conferences, please be sure to click “Yes” to this question, “*Is this an Oncology Clinical Trials SCPMG Research Conference Travel Policy?*”

**Expense Reimbursement Request Form**  
All fields required unless noted otherwise

Are you a SCPMG partner / associate / resident / fellow?  
Yes

Is the SCPMG partner/associate a Program Director (PD), Associate Program Director (APD), Assistant Program Director (aPD), Resident or Fellow affiliated with GME?  
None

**Is this an Oncology Clinical Trials SCPMG Research Conference Travel Policy?**

Yes  No

- You will need to add a backup approver for the Local Chief and the Area Medical Director. If there isn't one available, then just add the same Local Chief and the same Area Medical Director in both fields.

<b>Who is your Local Chief?</b> Search for employee by NUID or First and Last Name Patty Miller
<b>If the Local Chief is not available to approve, who can approve on their behalf?</b> Search for employee by NUID or First and Last Name Patty Miller
<b>Who is your Area Medical Director (AMD)?</b> Search for employee by NUID or First and Last Name Ivan Lizarraga
<b>If the Area Medical Director (AMD) is not available to approve, who can approve on their behalf?</b> Search for employee by NUID or First and Last Name Ivan Lizarraga I392600 - (Ivan Lizarraga - Sr IT Engineer Applications)

- When you have completed answering all the required questions, **Click the “SUBMIT” button on the lower right-hand side of the screen.**

Please note, that if you select cancel, all unsaved information will be deleted. To save your information, please select the SAVE button.

**CANCEL**      **SAVE DRAFT**      **SUBMIT**

- Click “Ok” button** to complete your submission and to note the request number.

**Request Submitted**

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Your request was submitted. - Request #12

**Ok**

## Helpful Tips

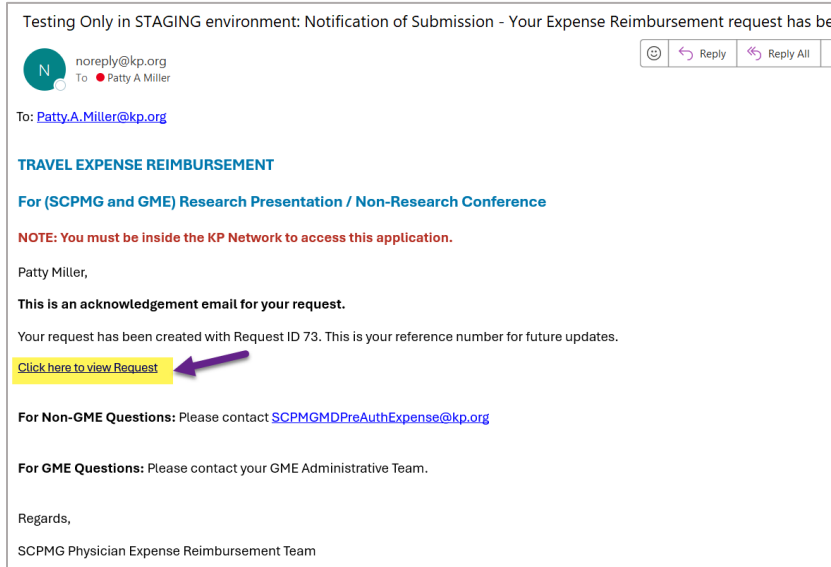
[Request Status](#) | [People Search](#) | [Calendar Selection](#) | [Presentation Date](#) | [Upload Docs](#) | [Pending Approvals List](#) | [Latest Requests](#)

### **Tip #1! Request Status Example**



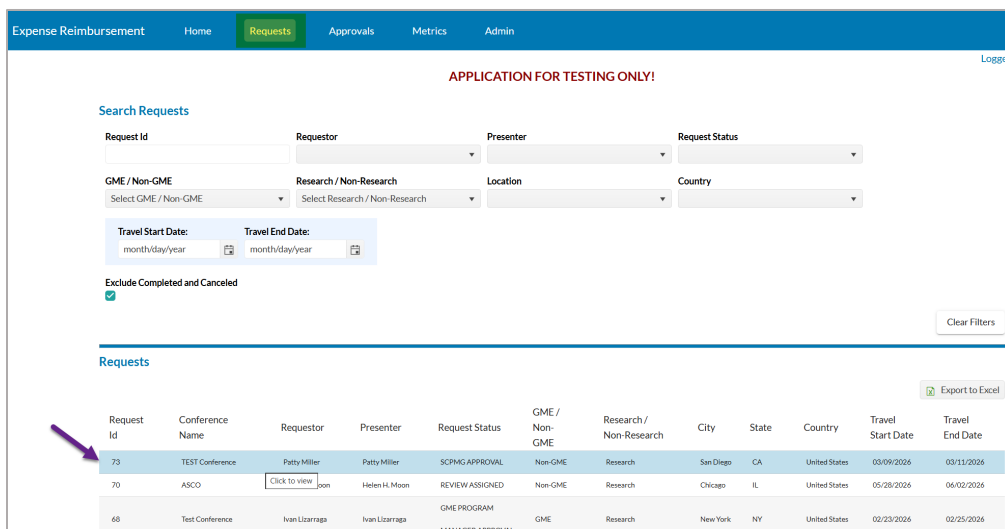
To see the status of your request follow the below steps.

#### 1. Click on the link to view your request.



OR

If you are already in the application, **Click the “Requests”** button at the top to see the list of your requests. **Highlight** which one you want to view and **click**.



2. Once in the request, Click “Status History”



Request #271 | Status: APPROVED

General Information | **Status History** | Audit History

**Request Summary**  
General Information

Requestor Name Patty Miller	Requestor Location Pasadena-So. Los Robles Admin
Requestor NUID Q198465	Requestor Email Patty.A.Miller@kp.org

3. You will see the list of statuses for your request.

Status History

Version	Status	Status Date	Action Result	Action By	Action Date	Comment
1	REVIEW ASSIGNED	11/20/2023	Reviewed	Patty Miller	11/27/2023	
1	SCPMG APPROVAL	11/27/2023	Approved	Patty Miller	11/27/2023	
1	LOCAL CHIEF APPROVAL	11/27/2023	Approved	Patty Miller	11/27/2023	
1	LOCAL AMD APPROVAL	11/27/2023	Approved	Patty Miller	11/27/2023	
1	APPROVED	11/27/2023	Approved	Patty Miller	11/27/2023	Final Approval
1	COMPLETE	11/27/2023	Completed	Patty Miller	11/27/2023	Completed

**i** Tip #2! People Search Example

If you get a question that asks for a name, then follow the steps below.

1. Click the "Search for employee by NUID or First and Last Name" field.

Who is your Local Chief?

Search for employee by NUID or First and Last Name

2. Start typing in the NUID or First or Last Name

Who is your Local Chief?

Search for employee by NUID or First and Last Name

Patty M

- I036631 - (Patty Ma - Regl Mgr Care Coord/Case Mgmt)
- I378588 - (Patty Pascual - Specialty Unit Chg RN - Ho)
- Q198465 - (Patty Miller - Project Mgr III)

3. **Select the correct name from the drop-down.**



**Who is your Local Chief?**  
 Search for employee by NUID or First and Last Name

Patty M | I

- I036631 - (Patty Ma - Regl Mgr Care Coord/Case Mgmt)
- I378588 - (Patty Pascual - Specialty Unit Chg RN - Ho)
- Q198465 - (Patty Miller - Project Mgr III)**

4. Once the name is selected the app will automatically pull in the NUID, Name and Email information.

**Who is your Local Chief?**  
 Search for employee by NUID or First and Last Name  
 Q198465



<b>Local Chief's NUID</b>	<b>Local Chief's Name</b>	<b>Local Chief's Email</b>
Q198465	Patty Miller	PattyA.Miller@kp.org

**i Tip #3! Calendar Selection Example**

If a question asks for a date, such as start and end date, then follow these steps.

1. **Click the calendar icon on the right of the field.**

**Conference Travel Date(s)**

**Start Date**   **End Date**  



*Click on the calendar icon to select date.*      *Click on the calendar icon to select date.*

2. **Select the date on the calendar and it will be added to the field.**

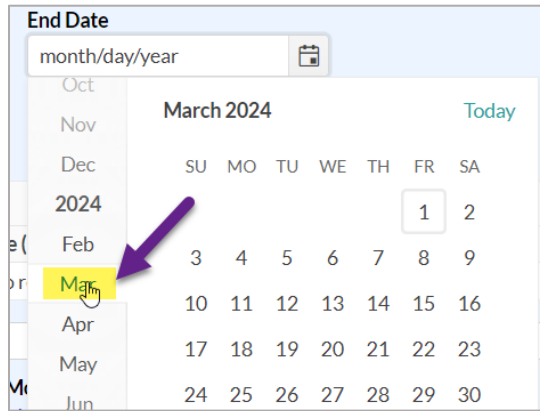
Jul  
 Aug  
 Sep  
 Oct  
 Nov  
 Dec  
 2024  
 Feb  
 Mar  
 Apr  
 May

**December 2023** Today

SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	Monday, December 11, 2023				
24	25	26	27	28	29	30
31	January 2024					

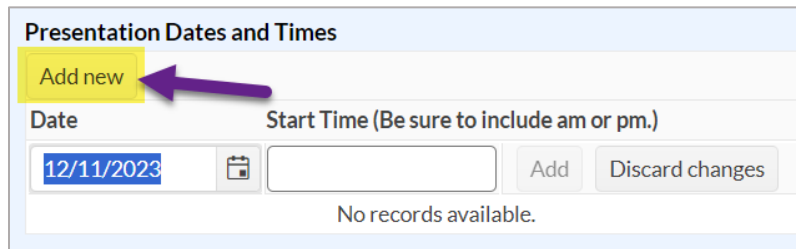
12/11/2023  month/day/year 

**3. To go to another month, click the left-hand side for the new month. ↑**

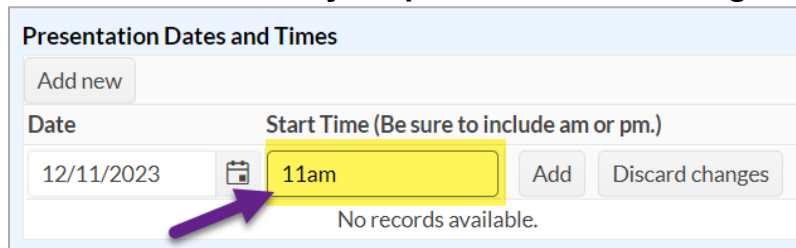


**i Tip #4! Presentation Date Selection Example**

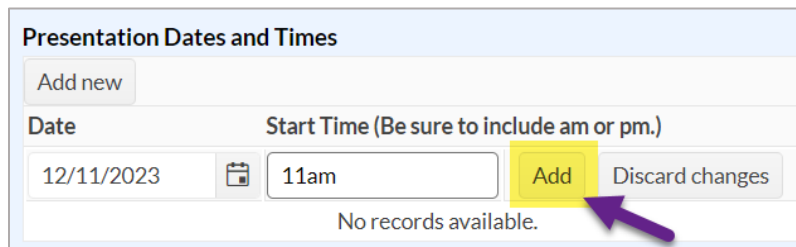
- 1. Click “Add new” button.** The app will automatically enter the first day of your conference, but you can change it by clicking the calendar icon (see Tip #2)



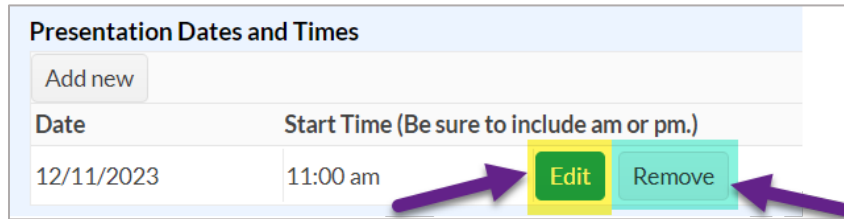
- 2. Add the start time of your presentation including AM or PM.**



- 3. Click the “Add” button.**



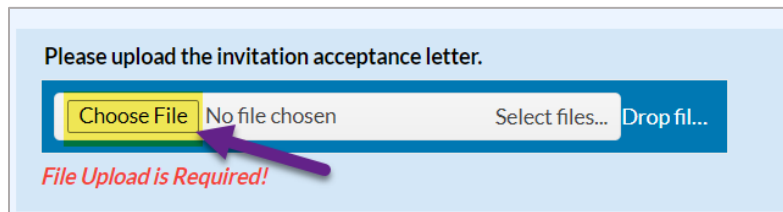
- To make any changes Click the “Edit” button to change the presentation time or “Remove” button to delete your entry and start over. ↑



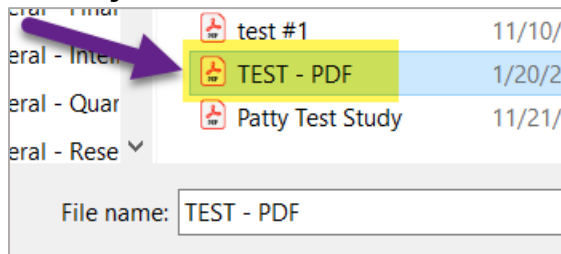
**i Tip #5! Upload Document Example**

If a question asks you to upload a document, then follow these steps.

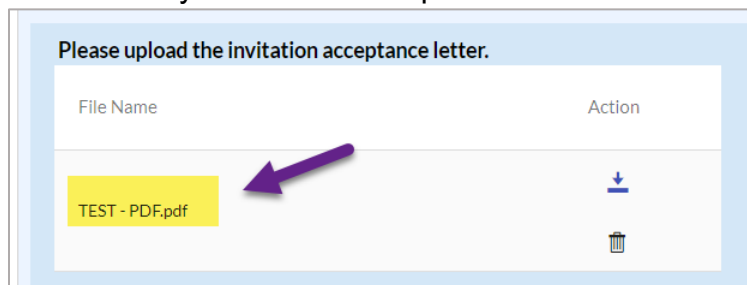
- Click the “Choose File” button.



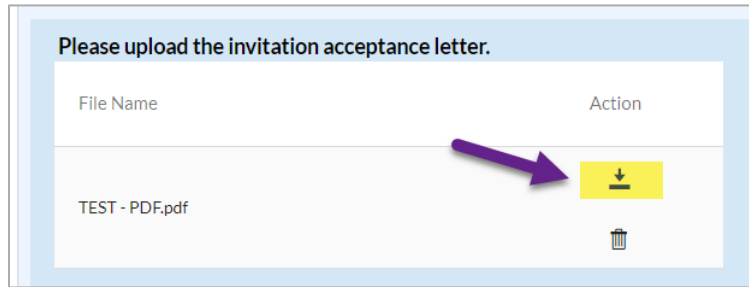
- Select your file.



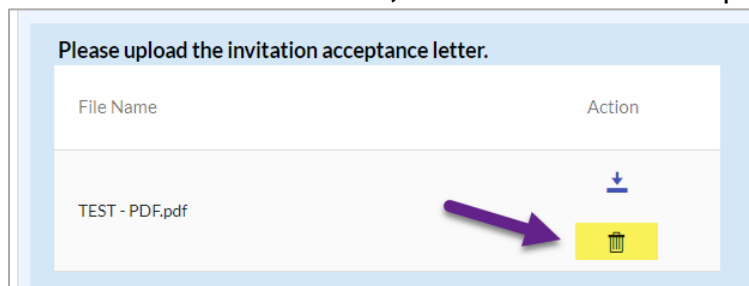
- Ensure that you see the file uploaded.



- To download the file, **click the download button** (Maybe you are unsure you uploaded the correct document and want to check.).

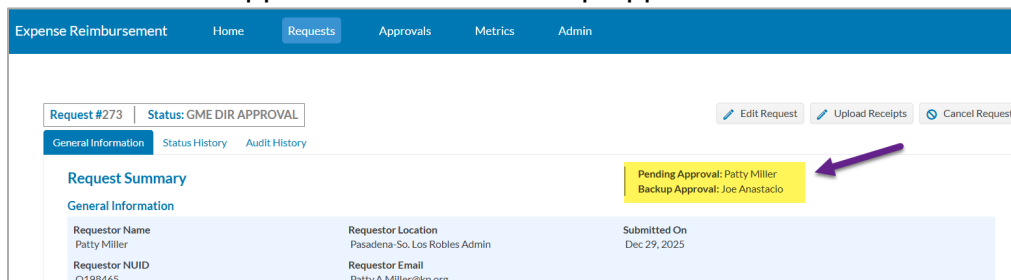


- Click the trashcan button**, to delete the file and upload a different one.



**i Tip #6! Pending Approvals List**

- If you need to see who is next to approve, **go to the request** (Tip #1). After in the request, you will see it listed on the upper right-hand side. The app will list who is the next approver and their backup approver.



**i Tip #7! Latest Requests**

- This section lets you see all the requests already submitted in the last year. This is to ensure you haven't gone over your allotted travel.

Request Id	Conference Name	Submitted On Date	Travel Start Date	Travel End Date
73	TEST Conference	02/25/2026	Monday, 03/09/2026	Wednesday, 03/11/2026
62	Non-research conference	01/29/2026	Wednesday, 04/01/2026	Friday, 04/03/2026